

RSS Just-In-Time Training

1. Arrival at RSS site

Report at designated time

Show IDs

Report to staging area outside perimeter until cleared to enter

2. Check-in at warehouse

If 1st RPh, show ID, sign in, report to Incident Commander

Identify area for pharmacy personnel

Contact BOP

Pharmacy Team

Designate Liaison

Provide personnel list to RSS personnel officer

3. Liaison Duties

1. Check in with the Incident Commander

a. Identify pharmacy work area(s)

b. Inquire about shifts/time frames

2. Consult with the Incident Commander to:

a. Identify any immediate pharmacy-related needs/concerns

b. Begin developing solutions to those needs/concerns

3. Contact Board of Pharmacy personnel to tell them that you have arrived at the State RSS site. Give them your contact information and inform them of:

a. The type and extent of the emergency as currently known

b. The number of shifts requested per day by the RSS Incident Commander

c. The anticipated number of pharmacy personnel needed per shift based on type of incident and required pharmacy functions

d. The approximate time for the requested volunteers to report for their shifts

e. The information necessary for the volunteers to gain access to the site

f. Obtain personnel info from BOP to give to RSS personnel officer

4. Identify work areas for use in data management and for warehouse duties

5. Contact the DHMH liaison at the State RSS site and inquire about immediate needs or concerns. Inform the RSS Incident Commander of concerns as necessary.

6. Assign pharmacy tasks to available pharmacy personnel and any supplied manpower.

7. Provide JIT training for any supplied manpower and for subsequent shifts as they arrive.

8. Track pharmacy personnel times and assigned duties via logs
9. Arrange in co-ordination with RSS Incident Commander for meals and lodging (if necessary) for pharmacy personnel
10. Keep in contact with the RSS Incident Commander throughout the emergency situation to apprise him/her of current status and potential problems and to receive additional or adjusted orders.

4. Pharmacy Team Initial Assignments

- a. Locate and set-up a suitable work area for pharmacist team
 - Temperature controlled (as much as possible)
 - Fans/Heaters
 - Electricity access
- b. Locate and set-up a suitable area for repackaging (if necessary)
 - Temperature controlled
 - Suitable access control
 - Exhaust fans
 - Electricity access
 - Trash control
- c. Locate and set-up a suitable area for RSS personnel treatment
 - Access control
 - Proximity to medications (repackaging)
 - Electricity access

5. Pharmacy Requirements:

- a. Computer (data entry)
 - Electricity access
 - Printer
 - Tables
 - Chairs
 - Forms
- b. Repackaging
 - Temperature controlled area
 - Electricity access
 - Computer
 - Printer
 - Forms
 - Labels
 - Patient info sheets
 - Baggies
 - Trash bins

- c. Treatment area
 - Temperature controlled area
 - Electricity access
 - First aid kit
 - Computer
 - Printer
 - Labels
 - Patient info sheets
 - Baggies
 - Bags

6. Pharmacy Team Duties

- a. Determine available medications for defined pharmacy function:
 - CDS medications
 - Repackaging
 - RSS personnel treatment
- b. Inventory available medications/supplies.
 - Apportion as directed by Incident Commander or inventory control unit
- c. Assign pharmacy team & ancillary personnel duties & instructions
 - Provide JIT training to ancillary personnel
 - Rotate personnel
 - Assignments:
 - Supply
 - Computer (data entry)
 - Count/Pour
 - Label
 - Inventory
 - Counsel
- d. Inventory repackaged medications
 - Verify medications are correctly labeled
 - Label repackaged boxes
 - Oversee return to staging area